



SC Wages

Version 3.1

Diskette Wage Reporting Program

Booklet revision 2010/2

Table of Contents

System Requirements	Page 3
Navigation	Page 3
Step-by-Step Instructions	Page 3
Available Reports	Page 5
<i>Distribution of UCE-101/120 to Clients</i>	<i>Page 6</i>
Closeout Year	Page 7
Back-Up of Data	Page 7
Deleting Employee Files	Page 7
Help Screens	Page 8
Due Dates	Page 8
Mailing Instructions	Page 8
Labels	Page 8
Correction to Wage Information Submitted on Diskette	Page 9
Credits and Debits	Page 9
Website Address for Specifications	Page 9
Important Phone Numbers	Page 9

System Requirements

The diskette/CD wage reporting program requires a PC with one of the following operating systems: Windows 95®, Windows 98®, Windows 2000®, Windows NT® or Windows XP®. 17Mb of free disk space is needed on the PC for installation. You will also need a 3.5" floppy disk drive capable of writing to a high-density (1.44/1.2Mb) diskette or the ability to burn a compact disk. In addition, forms must be printed using a laser jet printer.

Note: This program must be installed directly to the hard drive of your PC.

Navigate with the Tab key!

Future updates will hopefully give you the option of choosing between tab and enter to navigate within the program, but currently, you may only navigate by using the tab key.

Step-by-Step

1. "Establish Transmitter Information" You will initially need to establish your Transmitter Information. This is the information our Agency needs about the preparer so that we may have a contact source to notify of possible problems or future program upgrades. After providing the necessary information, click **Do not show this screen again**". Access this screen only when necessary to change other existing information by clicking on **"Other Options"** and **"Update Transmitter Information"**. If an error message appears when attempting to type the telephone number, click **"Cancel"** and proceed. This is a problem that occurs in the 3.1 version that must be corrected with the next update.

2. "Adding Employers" When setting up new employers in the program, select **"Add New Employer"** located at the bottom of the main menu screen. *(You may add all of your employers CPA/Tax Preparation firms) at once or add each employer after entering the employee information.* You must have an accurate Account Number for every employer record that you enter. **If an Account Number has not been assigned, you must report this employer's quarterly wages manually.** Reports filed without the Account Number established by this Agency are subject to penalty assessments. Employer Account Numbers, Contribution and Contingency Assessment Rates and LB, LE and LA dates may be found on the UCE-120/101 provided to each employer on a quarterly basis. If you are uncertain of any of this information, please contact Employer Status @ 803-737-3075 After more than one employer is entered, an account menu option will allow selection of employer Account Numbers. Please note that

there is no employer name associated with the Account Number and that Account Numbers are available only in the order entered. It is, therefore, a good idea to print a **"List of Employers in Database"** once all employers have been key entered. This report shows an association of account numbers and names, and can be printed by selecting it from the bottom of the main menu and clicking **"Print"**

3. "Add Employee Information" Select the account that you want to work with. Under the **"Add or Delete Employees"** menu option, enter the SS#, name (Last, First, MI) and wages of all employees for the account. (If beginning to use software mid year, enter all prior quarter wages for all employees in order for the program to successfully compute the quarterly taxable wages for the current quarter.)

4. "Update Employee Wages" Once an employer is set up in the **"SCWages"** software, the program saves data. When preparing to report wages for a new quarter, simply update the employees' wages for that quarter. Remember that you may have to add employees who have only begun working for the company in the current quarter. Only delete employees once you are certain they will no longer be working for the employer. If uncertain, you may leave them in the database and report zero wages for them for the quarter. The **"Update Employee Wages"** screen also provides a year-to-date wage total for each employee.

5. "Prepare Filing Diskette/CD" Select the accounts you wish to file from the available accounts on the left. The accounts you select will be highlighted. If only selecting a portion of the accounts, click >. If you wish to file for all available accounts, you do not need to highlight all; simply click >> and all accounts will be selected. While on this screen, you may choose the order in which the employees will appear on the **"Employees Reported"** report. The program was designed to allow the preparer to choose which reports they wish to print. Unfortunately, this option of the software does not work well with some operating systems.

6. "Creating a CD"

- ❖ Create a file in SCWages to C:\
- ❖ Copy the UIWage.txt file to a CD using your CD burning software

Available Reports

- ❖ **“Employees Reported”** A wage detail which includes the SS#, name and gross wages reported on diskette/CD for the quarter. Order of employees can be designated. *This report can be given to the employer and/or retained for preparer's records. IT IS NOT TO BE SUBMITTED TO SCESC and the employer should be instructed accordingly.* Note that the distinction between the **“Employees Reported”** report (available in conjunction with the preparation of wage diskette/CD) and the **“Employee List”** (which is printable from the main menu) is that the **“Employee List”** report provides quarterly and year-to-date totals, while the **“Employees Reported”** report provides quarterly and excess wages.
- ❖ **“Employers Reported”** A listing of those employers which have been reported on diskette/CD for the selected quarter. Note that there is a distinction between the **“Employers Reported”** (report printed in conjunction with preparation of the filing diskette/CD) and the **“List of Employers in Database”** report (available from the main menu). The **“Employers Reported”** report should be retained by the preparer and **A COPY OF THIS REPORT MUST BE SUBMITTED BY THE PREPARER TO ACCOMPANY THE WAGE DISKETTE.** *If the preparer's filing procedure is such that the UCE 120/101's are submitted by the clients along with individual remittances, this is the ONLY REPORT to be submitted by the preparer.*
- ❖ **“Contribution Report-Scannable”** This report is an Agency compliant document, which contains the necessary encoding required by SCESC (the bar code on Form UCE-120 and the OCR scan line on Form UCE-101). It may be submitted by the individual clients along with remittance or by the tax preparer. This form may be printed on white 24-pound bond paper. **Form UCE-101 MUST be cut to 4 1/4 x 8 1/2 inches prior to submission to avoid a non-compliant penalty (\$25.00—\$100.00). DO NOT print over the encoded form provided by the Agency.** Note that the employee detail information is not printed on the report, but is written to the diskette. *If your client wants a printed document to show the wage detail information reported by you on diskette, it is available in printed form on the “Employees Reported” report.*
- ❖ **“Computed Quarterly Contribution Report”** This report illustrates how you arrived at the quarterly payment. If you have begun using the software midyear, this report is an excellent means to check that wages have been correctly key-entered. Provided that prior quarter

reports have been properly filed and that information has been keyed without error, prior quarter reports should match the figures provided by the software.

- ❖ **“Printing Reports”** Once you select the reports that you want to print, click **“Next”**. The screen which appears allows you to change the employer tax rate when necessary. It also asks for the average number of employees for each employer for each month in the quarter. This information is needed by our Labor Market Information Unit. If it is not provided on the diskette, it will be requested by letter until obtained. Although navigation is accomplished throughout the program by tabbing, it is necessary to click on the desired fields when providing the average number of employees per month. Click on **“Next”** once this screen has been completed. You will be prompted to insert a blank, formatted diskette into your floppy drive (unless writing to your CD drive). You will receive a **“Success”** message once the wage data has successfully been written to the diskette/CD. You are now ready to begin printing the selected reports. Please note that **ALL LIKE REPORTS ARE PRINTED FOR ALL ACCOUNTS ON THE DISKETTE**. Therefore, if you are printing more than one report, it will be necessary for you to collate the reports prior to distributing them to your clients. To eliminate run away print jobs, the preparer is prompted by the software to respond whether each report was successfully printed.

❖

Distribution of UCE-120/101 to Clients

*Once the diskette has been successfully written and all desired reports have been printed and collated, you are ready to distribute the UCE-120/101 and any additional reports from the software to your client for filing. Please note that most operating systems allow you to print the desired reports from the main menu prior to writing the wage detail information to diskette. This is beneficial for those preparers who prepare and distribute the UCE-120/101 to clients on an as-needed basis and not all at once for distribution. If you do this, however, **DO NOT** forget to write the wage detail information to diskette/CD and submit it to the SCESC separately. When preparing the diskette/CD, you may then only print the reports that you desire for your records since you would have already provided those necessary for your clients.*

Closeout Year

After you have completed filing reports for all four quarters in the year and

are certain that you will no longer need the data, you must closeout the year in order to begin filing for subsequent tax years. **ALTHOUGH THE WAGE INFORMATION IS NOT RETRIEVABLE FOR PRIOR QUARTERS ONCE THE YEAR IS CLOSED OUT**, the software retains all other employer and employee data. Select "Other Options" from the main menu and click on "Closeout Year". You will be prompted to verify the command since this will cause the wage data to revert to zero for the year.

Back Up of Data

We recommend a back up of the database at the end of every quarter, or any time you have a significant amount of data compiled. The database can be restored from the SC Wages.mdb file. To retrieve this file, right click on the "Start" menu on the bottom left of your desktop screen. Left click "Explore". Navigate to the drive where SCWages is installed. (SCWages installation defaults to C drive.) Expand "Program Files" under this drive. Locate "SCWages" under Program Files and expand. Double click the "DB" folder, where the scwages.mdb file is located. Right click on "scwages.mdb" and send this file to the destination where it is to be saved. If SCWages data is lost, it can be restored by copying and pasting the saved scwages.mdb file back into the SCWages/DB folder and replacing the existing file. **Note: Anytime the SCWages software is re-installed, data is overwritten! To restore data, it is absolutely necessary to have backed up the scwages.mdb file!**

Deleting Employee Files

You can delete employee files once an employee has left an employer's employment permanently. You can delete employee files two ways. The first is to delete individual records by selecting the **"Add or Delete Employee Records"** option from the main menu. The second is to delete multiple employee records from the **"Update Employee Wages"** menu option. When deleting from the **'Update'** option, you can select multiple employee records by placing your cursor on the far left side of the screen and left clicking when you get a right-pointing arrow. When selected, the row will be highlighted. You can then click **"Delete"** on the bottom of the screen. To delete more than one record, simply follow this procedure, but hold down the control button on the bottom left of your keyboard. Once all the desired records are selected, click **"Delete"**. To deselect, click anywhere on the screen that is not highlighted.

Help Screens

The **"SCWages"** software is equipped with intensive help screens you are encouraged to utilize.

Due Dates

UCE-101/120, remittances and wage diskettes are due **on or before** the last day of the month following the end of the quarter. No extension is granted for weekends or holidays.

Mailing Instructions

Form UCE-120 should have Items #5 and #10 completed. Form UCE-101 should have Item # 1 completed. The following address should be used when submitting quarterly wage information:

S. C. Employment Security Commission
Attention: Contribution Section, Room 411
Post Office Box 7103
Columbia, SC 29202

Wage diskettes/CDs should always be protected by using special diskette/CD envelopes or by padding. Write **"Do Not Scan"** on the outside of the envelope to avoid postal service damage to your disk. Scanning by the Post Office removes the information on a disk resulting in SCESC receiving a "blank" disk.

Labels

If you are an employer submitting wages via the **SCWages** software, a standard diskette/CD label should include the employer name, SCESC Account Number, quarter being submitted date, **"SCWages"** and a contact name/telephone number/e-mail address. *If you are a service filing for more than one employer account on a single diskette/CD, indicate on the label the name of your filing service, the quarter being submitted date, the number of employers reported on the diskette/CD, "SCWages" and a contact name/telephone number/e-mail address.* Disks and CDs must contain a contact name, telephone number and e-mail address (e-mail address if available) on the outside label to be processed.

Correction to Wage Information Submitted on Diskette

Wage credits are not accepted on quarterly filings (paper nor magnetic media) and must be made on Form UCE-120C, available by calling 803-737-3080 or by accessing this web site:

<http://www.sces.org/ui/employer/forms/>.

Credits and Debits

All credits and debits must be applied manually.

Website Address for UCE-120 Facsimile Specifications:

http://www.sces.org/ui/employer/tax/Reporting/Scanline_specs.htm

<u>Important Phone Numbers</u>		
Joe Ervin/Programmer	803-737- 2451	jervin@sces.org
Bart Cheatham/SC Wages Support	803-737- 1315	bcheatham @sces.org